



**DEPARTMENT OF THE AIR FORCE**  
436th Mission Support Squadron (AMC)  
Dover Air Force Base, Delaware 19902-5261

23 February 2005

**MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN EMPLOYEES**

**FROM:** 436 MSS/DPC

**SUBJECT:** Supervisor's Notebook Letter #53 Emergency Hire Guidance

1. The Office of Personnel Management (OPM) authorized a special appointing authority for temporary civilian employees in support of activities related to terrorist attacks on the United States of America. This was in response to the President's declaration of a National Emergency on 14 September 2001 as the result of the events of 11 September 2001. On 10 September 2004, the President signed a proclamation for continuation of the National Emergency with respect to immediate threats of further attacks on the United States; the proclamation will remain in effect until 14 September 2005.


2. The Temporary Emergency Hire Authority established by OPM authorizes agencies to hire new civilian employees on a temporary basis not to exceed (NTE) one year. The regulatory basis for the authority is Title 5 of the Code of Federal Regulations (CFR), Section 213.3102(i)(3). Appointments made under this authority must be made to support rescue, recovery, investigation, military support and directly related functions in support of emergency operations. Actions made under this authority are limited to one year with a potential extension up to a total of 2 years (5 CFR 316.401(c)). Emergency hires should be true overhires (employees needed above and beyond the regular workforce in order to support emergency operations). Where active recruitment for a permanent funded position is in progress but a vacancy still exists, an emergency hire may be used until a permanent hire is brought on board.

3. If you determine that your organization has a need for temporary emergency overhires, please provide your request to the 436 MSS Civilian Personnel Flight (CPF) including the following documents:

- a. Justification with Group Commander or Director of Staff indorsement (sample at Atch 1).
- b. Name request (if known) and resume (sample at Atch 2)
- c. Classified position description or Standard Core Personnel Document

4. Funding for emergency overhires is generally reimbursed if the position can be Emergency and Special Program (ESP) coded. Please contact your organization's Resource Advisor to ensure the emergency hire position is properly coded and approved for reimbursement.

5. Please direct questions regarding emergency hiring to Ms. Lorraine Guinn at x4661.

  
MARGIE MacLEISH  
Civilian Personnel Officer

**Attachment:**

- 1. Sample Emergency Hire Justification Memorandum
- 2. Sample Resume

████████ JUSTIFICATION MEMORANDUM

(Date)

MEMORANDUM FOR: 436 MSS/DPC  
THROUGH: 436 XXX/CC (Group) or 436 AW/DS

FROM: 436 XXX/CC

SUBJECT: Temporary Emergency Need Appointment

1. The following civilian hire recommendation is submitted as a Temporary Emergency Need Appointment IAW 5 CFR 213.3102(i)(3). This Fill action is required to fill a shortfall and will enhance our ability to meet increased operational requirements associated with support of Operations NOBLE EAGLE/ENDURING FREEDOM. Currently, our workload substantially exceeds our funded authorized levels as defined on the current UMD; or recruitment for this funded & authorized position has not resulted in the hire of a permanent employee. This emergency hire will address this short fall until this position is encumbered by a permanent employee.

2. This request has been coordinated and approved by the group Resource Advisor and, in the case of an overhire, the 436 MSS/MOF (Manpower and Organization Flight) and 436 AW Civilian Employment and Cost Management Committee.

<u>POSITION #</u>	<u>GRADE</u>	<u>ORG</u>	<u>OFF SYM</u>	<u>POSITION TITLE</u>
00315951L	WG-10	TRK	TRKM	Electronic Industrial Control Mech.

RECOMMENDED NAME: Mr. John E. Doe

JUSTIFICATION: *Due to deployed personnel, our emphasis on preventative maintenance and repair capabilities has increased to meet the demands of our escalating workload. The primary purpose of this position is to install, maintain, test, troubleshoot, modify, repair, and calibrate complex systems that make up the conveyor movement systems. Also, includes installation, maintenance, testing, troubleshooting, modify, repair, and calibrate complex systems that make up the conveyor movement systems. Also, includes installation, maintenance, testing, troubleshooting, modifying repairing, and calibration of 480V magnetic controllers, variable frequency drives, dynamic brakes, and up to 100 horsepower electric motors on the hydraulic chain and electric cable driven Elevated Transfer Vehicles. This position has been vacant for nine months.*

2. As detailed above, our mission requirements have greatly increased due to support of Operation Enduring Freedom (OEF) and additional manpower is needed immediately to effectively sustain operational requirements. Consequently, hiring IAW the procedures for Temporary Emergency Need is warranted and will greatly enhance our mission capability. POC for this project is \_\_\_\_\_.

Squadron Commander's Signature Block  
████████

1<sup>st</sup> Ind, 436 XXX/CC

(Date)

MEMORANDUM FOR: 436 MSS/DPC

Approved/Disapproved

Group Commander's Signature Block

Attachment 1

## Sample Resume

John E. Doe  
222118888  
988 EAST DRAKE AVE  
SAN ANTONIO, TEXAS 78204  
Home Phone: (210) 225-0000  
Work Phone: (215) 444-0909  
Work Phone: DSN 665-3366  
E-mail: RS1085@Zianet.net

Social Security Number (SSN)--must be included--failure to provide SSN will result in resume not being processed and loss of job consideration.  
Use font size 11 to 12: Times New Roman (12 point) or Palatino (12 point) for best results, but standard typefaces such as Arial, Helvetica, Futura, Optima, Universe, New Century Schoolbook and Courier are acceptable

Start and End Dates (Month and Year), Hours Worked Per Week  
Position Title. If Federal employee - Pay Plan, Series, Grade (Federal positions)  
Account for Different Grade Levels and Include Month and Year Held  
Knowledge, Skills, and Abilities (KSAs) must be addressed in your work experience.  
We do not accept KSAs typed on separate sheets of paper.

### EXPERIENCE

April 2000 to Present  
40 Hours

Airframe and Power Plant Mechanic  
Boeing Aircraft Company, 200 Duncan Street, Kelly USA, San Antonio, TX 78204  
Hal Brennon, (210) 444-0909

Determines nature and extent of repairs required from review of discrepancy reports, such as major aircraft systems airframe, landing gear, engines, gear boxes, pumps, hydraulic systems, fuel and oils systems. Performs aircraft maintenance and functional checks on KC-10 and Boeing 737s aircraft systems such as flight controls, landing gears, gear boxes, and engine components. Launch and recover aircraft. Performs ground operational checks using ground support equipment and/or by starting and operating engines through all prescribed power ranges. Diagnoses and corrects malfunctions in system utilizing test equipment. Conducts operational checks to determine airworthiness of aircraft components. Maintain maintenance records in accordance with Air Force regulations, Technical Orders, and other federal aviation administration guidance. I utilize specialized tools such as scales, templates, fixtures and test stands to ensure components serviceability. Implements and follows safety standards and practices to ensure maintenance activities are in compliance with Air Force regulations and policies.

January 1979 to 2000

40 Hours

Aircraft Maintenance Superintendent  
Senior Master Sergeant (SMSgt) E8  
Dept. of Air Force, 919<sup>th</sup> Special Operations Wing, 100 Eagle St, Eglin AFB, FL 76502  
Jim Smith, (210) 565-6731, DSN 665-3333

Supervised aircraft maintenance operations of various aircraft such as F-15, F-16, and C-130. Performed Pre-flight, Thru-flight and Basic post flight, home station, and other hourly inspections. Conducted functional maintenance systems checks on hydraulics, engines, flight controls, landing gear, auxiliary and various movable actuating components. Performed maintenance activities on structural elements such as fuselage and empennage, mechanical systems including control surface actuating mechanisms and arresting gear, jet engine and hydraulic, electrical systems. Used Air Force regulations, Technical Orders and other applicable aircraft regulations during maintenance.

### FORMAL EDUCATION

BS, 1990, Aviation Management, Embry-Riddle Aeronautical University, Daytona Beach Florida, 32114-3900  
AA, 1987, Aircraft Maintenance Technology, Community College of the Air Force, Maxwell AFB, AL 36112-6613

### SPECIALIZE TRAINING:

Advance Aircraft Maintenance Technician School, Jan 1999 – Mar 1999, 480 Hrs,

### LICENSES/CERTIFICATES:

Federal Aviation Administration Airframe/Power Plant License (A&P)

### AWARDS:

Dept. of Air Force, Meritorious Service Medal, Feb 1992, 1996, and 2000; Dept. of Air Force, Commendation Medal

### OTHER INFORMATION: